



Vacancy Announcement
Stormwater Coordinator
Water Pollution Control Division
Open until filled
Salary: \$43,222.40

The City of Wheeling is in search of its next Stormwater Coordinator. Under the direction of the Water Pollution Control Division (WPCD) Superintendent, the Stormwater Coordinator will develop, manage, and coordinate the City of Wheeling's Stormwater Management Program Guidance document. In addition, the Stormwater Coordinator will be responsible for completion and submission of the Annual Report as required by the Clean Water Act and Stormwater Discharge Permit.

- Independently manages and coordinates the completion and submission of the Annual Report as required by the Clean Water Act and Stormwater Discharge Permit.
- Independently manages and coordinates the collection of samples and the reporting of pollutant concentrations/loads.
- Responsible for the illicit discharge detection and elimination program.
- Develops, prepares, and facilitates public information/education and outreach programs, including the coordination of required public involvement activities.
- Independently monitors and maintains NPDES Construction Activities Database ensuring accuracy.
- Facilitates the pollution prevention program at municipal facilities.
- Schedules and executes post-construction stormwater management inspections and evaluations.
- Performs inspections at industrial and commercial facilities for compliance with local and/or state requirements.
- Trains, assigns, supervises, and evaluates personnel assigned to the Stormwater division.
- Serves as technical expert and provides technical support to other areas within the department and/or municipality.
- Performs other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- High School diploma required, with bachelor's degree in a related field strongly preferred.
- One (1) to three (3) years of progressive experience in field.
- Must possess valid driver's license.

- Position may require additional certifications as determined by Federal, State or municipal regulations.

The following knowledge, skills and abilities are preferred as a successful candidate for this role:

- Excellent verbal and written communication skills, including conflict resolution.
- Experience supporting environmental compliance programs including: Clean Water Act, Wastewater Discharge, NPDES permitting
- Knowledge of best management practices related stormwater compliance.
- Experience performing environmental audits and inspections and writing technical inspection reports.
- Experience writing, reviewing, updating Storm Water Pollution Prevention Plan (SWPPP), Storm Water Management Plan (SWMP) report, and Best Management Practices (BMPs).
- Experience responding to spills to evaluate conditions, obtain samples and report to regulatory agencies.
- Experience developing and presenting educational materials and presentations in support of environmental public outreach programs.
- Work experience with personal computers and standard office software.
- Working knowledge of the Clean Water Act.
- Experience managing projects and coordinating a team.
- Experience with grant writing.
- Skilled in the use of technology including ArcGIS, Microsoft Office , Google GSuite, and Adobe Design Suite.
- Ability to exercise discretion, independent judgment, and decision-making skills involving matters of significance.

This is a noncompetitive, exempt position.

Interested applicants can apply by contacting:

City of Wheeling
Office of Human Resources
1500 Chapline Street, Suite 301
Wheeling, WV 26003
304-234-3694
humanresources@wheelingwv.gov

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.